

Come work at CDSS where . . .

People come First!

Do you want to make a difference? Are you looking for an exciting, meaningful job that positively impacts the lives of people? You can have all these things at the

California Department of Social Services
Equal Employment Opportunity Office

Staff Services Manager I

Salary Range: \$5,079 - \$6,127



EMPLOYMENT OPPORTUNITY

The California Department of Social Services (CDSS) is looking for a motivated, enthusiastic individual, with strong leadership skills, for the position of Chief of the Equal Employment Opportunity (EEO) Office.

We are looking for someone with outstanding interpersonal skills, who enjoys working with a diverse group of stakeholders. The EEO Chief supervises a team of investigators/consultants in handling discrimination complaints, reasonable accommodation requests, and other EEO related activities. The ideal candidate will have experience and/or knowledge of equal opportunity laws, regulations, and policies, has strong written and verbal communication skills, good judgment, and be flexible and willing to take on challenges. Desirable qualifications include a positive attitude and knowledge of the CDSS and its programs,

Following this notice is the duty statement for this employment opportunity

Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class, former state employees who can reinstate into this class, and persons who are reachable on a current employment list for this classification will be considered. Candidates whose eligibility is based on an employment list must submit a copy of their examination results indicating their test score. All interested applicants must submit a standard State Application Form STD 678 (with original signature) and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Applications without eligibility information will not be considered. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of their surplus status letter. Only the most qualified candidates will be interviewed.

Final File Date: July 20, 2010

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information:

Jennifer Lindsay
744 P Street, MS 8-16-10
Sacramento, CA 95814
916-657-2326 (Voice) 916-654-1810 (TTY)

Duty Statement
Equal Employment Opportunity (EEO)
Staff Service Manager I

The Staff Services Manager I (SSM I) in the EEO Office functions under the general direction of the Deputy Director of the Human Rights and Community Services Division. The SSM I is responsible for the EEO program in the Department. As such he/she manages the full range of EEO programs including, but not limited to, discrimination policy and complaints; reasonable accommodation program, policy, training and requests; sexual harassment program, policy, and training; upward mobility program; special employment programs, department recruitment and job announcements. The SSM I appraises the executive staff of EEO programs, policies and issues and represents the Department with other state and federal agencies on EEO issues.

A. Job Assignment

- 40% Plans, directs and organizes activities and work products of four Associate Governmental Program Analyst and two clerical support staff in all EEO program components.
- 35% Supervises the handling of all formal and informal discrimination complaints, training, recruitment activities, and policy development as they relate to Title VII of the Civil Rights Act, ADA, and other pertinent state and federal mandates.
- 10% Acts as a liaison and facilitates collaboration with appropriate internal and external entities such as the CDSS Personnel and Labor Relations Offices, Legal Division, EEO Advisory Committee, Health and Human Services Agency, Department of Fair Employment and Housing, U.S. Department of Justice and Office of Federal Contract Compliance.
- 5% Represents the Department in conferences, meetings, and settlement negotiations and civil court processes which include providing testimony and depositions.
- 5% Establishes and maintains tracking and monitoring processes for departmental goals and timetables. Prepares necessary reports on hiring, promotional and discrimination complaint activity. Develops goals and objectives in keeping with the needs of the Department and its strategic plan.
- 5% Other duties as assigned.

B. Supervision Received

The EEO Manager reports to and receives general direction from the Deputy Director of the Human Rights and Community Services Division and in his/her absence, from the Chief Deputy or Director of the Department.

C. Supervision Exercised

The incumbent is responsible for the supervision of four analysts and two clerical staff. Responsibility includes normal range of personnel budgetary and other supervisory duties.

D. Administrative Responsibility

The EEO Manager works with and supports the Deputy Director of Human Rights and Community Services Division in the administrative responsibility for the functioning of the EEO program components within the CDSS.

E. Personal Contacts

The incumbent works with staff at all levels in the Department and a wide variety of other state and federal agencies.

F. Actions and Consequences

The EEO Manager is a prominent member of the Departmental management team. Decisions have Department wide impact and it is critical that decisions made and recommendations given by the EEO Manager be reasonable, correct, and reflective of policy, guidelines, and pertinent laws.